AIA SEATTLE BOARD OF DIRECTORS Role Description 2027

AIA Seattle is a ten-county membership organization of 2800+ members, with a vision for a culture of design that fosters equitable, resilient, thriving communities. AIA Seattle engages the AEC community through learning, networking, and leadership opportunities. The AIA Seattle Board of Directors includes licensed architects, emerging designers, and allied professionals. The board provides strategic leadership based on the 2025-2030 Strategic Plan. Joining the Board of Directors provides opportunities for:

- Community and Professional Impact: Drive change and progress through strategic leadership of AIA Seattle's mission, vision, values, and strategic imperatives.
- Professional Growth: Develop leadership skills and expanded professional network.
- Collaboration: Engage with a dedicated community of staff and volunteers of both AIA Seattle and our strategically aligned partner organization, Seattle Design Festival.

TIME COMMITMENT

Board terms are a three-year commitment beginning in September and ending in August. Board members spend four to six hours each month fulfilling their responsibilities, with those in officer roles typically investing a larger time commitment. Board members receive complimentary program registration as part of a benefit of leadership, which supports board understanding of the value of AIA Seattle programs, and opportunities to steward relationships with members, sponsors, fellow leaders, and our community.

Regular Board activities include:

- Monthly Board meetings, in-person and virtual: Currently scheduled for the third Thursday of each month from 4-6pm. This includes preparation by reviewing relevant Board packets, and occasional action items following meetings.
- Monthly Steering Committee meetings, virtual: Board members serve on one steering committee. Officers may serve on multiple steering committees, dependent on the individual Board member's commitment (see diagram on page 2).
- Annual Board planning retreat, in-person: Usually in May, attendance is required to one full-day retreat in the Seattle area.
- Board Onboarding, in-person: Half day meeting in September to connect with new and returning board members and preview the work of the board in the year ahead. This takes the place of the monthly board meeting.
- Build Relationships with AIA Seattle Sponsors: Corporate Allied Partners (CAPs) are sponsors who are seeking partnership with AEC professionals, and provide financial support for programs. With staff support, encourage sponsors to renew or begin their engagement with the AIA Seattle community. Outreach and meetings with sponsors are estimated at five to eight hours over the entire year.
- Event Attendance, in-person and virtual: Attend AIA Seattle and Seattle Design Festival

events, including the annual Honor Awards live event, Seattle Design Festival, and other learning and networking programs of personal interest to you. *Complimentary registration for all events.*

Support and accommodations are available to board members and volunteers, to recognize every individual's unique circumstances and lived experience. In addition to a comprehensive onboarding program to ensure your success, Directors have access to valuable resources and guidance from staff, and opportunities for mentorship from experienced Board members to foster growth and collaboration.

ROLES AND RESPONSIBILITIES

AIA Seattle is a nonprofit 501c6 organization working in collaboration with AIAWA, the State level chapter of AIA, and in affiliation with the AIA national organization. AIA Seattle Board Members provide leadership and governance for the local ten-county chapter.

Leadership Responsibilities:

- Strategic oversight of the organization through the 2025-2030 Strategic Plan
- Ensure responsible use of resources for mission and vision fulfillment
- Ensure effectiveness of the organization and Board of Directors
- Bring diverse viewpoints to the decision-making process of the Board
- Act as an ambassador for the organization
- Build and strengthen relationships with AIA Seattle sponsors (Corporate Allied Partners)
- Hire and oversee the Executive Director

Governance Responsibilities:

- Ensure strategic and financial stability to guarantee long-term success and sustainability
- Ensure compliance with laws and regulations relating to non-profit corporations
- Maintain and review bylaws and operating guidelines
- Establish an annual budget
- Participate in resource development through sponsorship campaigns
- Commit to making a gift at a meaningful level within your capacity to Seattle Design Festival.
- Effective communication and interaction with AIA at the state and national levels

ALIGNED BOARDS OF DIRECTORS - AIA SEATTLE & SEATTLE DESIGN FESTIVAL

Founded in 2011, Seattle Design Festival is nonprofit 501(c)3 organization. In 2021, AIA Seattle and Seattle Design Festival (formerly Design in Public) began their alignment in leadership and governance, which includes meeting together, working under an aligned strategic plan, and considering paths forward for sustainable growth and resource development for both organizations. Multiple Board Directors of AIA Seattle and Seattle Design Festival serve on both Boards, who continue to work together towards a shared vision. Nominations received for the AIA Seattle Board of Directors may be considered for dual board service, based on an individual's skills, interests, and the needs of the aligned board. See our organizational chart here.